



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday November 19, 2014  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Call business meeting to order – 7:00 p.m. by President Simon  
Pledge of Allegiance – Led by Vice-President Steele  
Roll Call – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

There was one Public Comment Speaker

**C. PRESENTATIONS**

**1. Capital Improvement Program Update**

District Engineer Harris – Provided the details of item C-1. There was discussion between the District Engineer, the General Manager, and the Board

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

None

**E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting dated November 5, 2014
2. Approval of DRAFT minutes of regular meeting dated November 5, 2014
3. Approve Register of District Invoices
4. Approve and Record the Notice of Completion for the Discovery Bay Pump Station F Rehabilitation Project and Authorize Release of the Retention

**Motion by:** Director Pease to approve the Consent Calendar

**Second by:** Director Graves

**Vote:** Motion Carried – AYES: 5, NOES: 0

**F. BUSINESS AND ACTION ITEMS**

**1. Contract between the Town of Discovery Bay and Digital Deployment, Inc. to Develop a New Web Presence and Website**

General Manager Howard – Provided the details of item F-1.

Rocky Martin, Business Development Manager – Provided additional details of item F-1. There was discussion between the General Manager, the Business Development Manager, and the Board.

**Motion by:** Director Graves to approve contract with Digital Deployment, Inc. with the caveat that the contract doesn't include the Service Level Agreement (SLA) as presented tonight and the SLA will change with further negotiating; in the amount of \$16,800.00 to develop a new Town of Discovery Bay website, and authorize the General Manager to execute all contract documents.

**Second by:** Director Pease

**Vote:** Motion Carried – AYES: 5, NOES: 0

**2. Town of Discovery Bay Record Retention Schedules**

**General Manager Howard** – Provided the details of item F-2. There was discussion between the General Manager and the Board.

**Motion by:** Director Pease to adopt Resolution No. 2014-26 approving Town of Discovery Bay Records Retention and Document Destruction Schedules.

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: 5, NOES: 0

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**H. VEOLIA REPORT**

**1. Veolia Report – Month of October 2014**

**Project Manager Berney Sadler** – Provided the details of the October 2014 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, the Water and Wastewater Manager, and the Board.

**I. MANAGER'S REPORTS – Discussion and Possible Action**

None

**J. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

Updated the Board regarding the Vendor Appreciation Brunch dated December 5, 2014; Rick will be out of the office for part of December and returning after the 1<sup>st</sup> of the year; Pictures of the Oxidation Ditch.

**K. DISTRICT LEGAL COUNSEL REPORT**

None

**L. COMMITTEE UPDATES – Discussion and Possible Action**

None

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – Byron Municipal Advisory Council meeting minutes dated September 18, 2014
2. R – East Contra Costa County Fire Protection District meeting minutes dated October 6, 2014

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

Update on the County Park Transfer Agreement

**P. ADJOURNMENT**

The meeting adjourned at 8:46 to the next Regular meeting dated December 3, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 11-21-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>